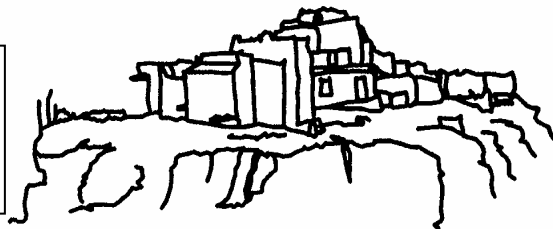


Hopi Health Care Center



Department of Health & Human Service
Phoenix Area Indian Health Service
Hopi Health Care Center
P. O. Box 4000
Polacca, Arizona 86042



REANNOUNCEMENT

Reannounced to solicit for additional candidates. Candidates who previously applied need not reapply.

ANNOUNCEMENT NO:
DE-HHCC-03-11D

OPENING DATE
02/17/2004

CLOSING DATE
Open Until Filled

POSITION/SERIES/GRADE/SALARY:

Diagnostic Radiologic Technologist (CT)
GS-0647-8, \$39,168 per annum
GS-0647-9, \$42,062 per annum
(Special Salary Rate Authorized 5 USC 5303)

LOCATION/DUTY STATION:

Radiology Services Branch,
Professional Services Division,
Hopi Health Care Center, Polacca, Arizona

TYPE/NUMBER OF POSITIONS:

 X One (1) Permanent Full-Time.

AREA OF CONSIDERATION

DHHS/IHS WIDE

SUPERVISORY/MANAGEMENT

 Yes, may require one year probationary period
 XX No

PROMOTION POTENTIAL:

 XX Yes, to grade level: GS-647-9
 No known potential

HOUSING:

 XX Tribal housing may be available
 Private housing only

TRAVEL EXPENSE:

 XX Yes, may be authorized for eligible employees
 No expenses authorized.

BRIEF DESCRIPTION OF DUTIES:

The incumbent serves as the CT Technologist, instructs patients on required examination preparation prior to appointment for examination, explaining procedures to patient. Maintains professional expertise to recognize anatomy of various structures within the abdomen and pelvic cavities. Technologist is responsible for quality control activities, which include, but are not limited to, making minor adjustments to equipment. Maintains required records of patients treated, examinations performed, films/scans taken, etc. Maintains the C.T. Scan archive library. Responsible for transmitting C.T. images to various facilities for interpretations. In addition to C.T. duties, incumbent independently performs standard radiographic examinations and special (complicated) procedures on critically ill and injured patient for whom accuracy and efficiency of the diagnostic procedure are critical; recommends deviations from the standard for positioning and technique manipulation. Independently performs Teleradiology transmissions to various facilities as directed. Provides assistance to Imaging Supervisor or other technologists when procedures require assistance, or as directed by Supervisor. Incumbent performs callback duties after hours and on weekends/holidays. Performs other duties as assigned.

Qualification Requirements: Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet the following requirements.

NOTE: Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meets these requirements:

- (1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures to others.
- (2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided that such persons show evidence of training, experience, and competence as determined by OPM or the employing agency.

Qualification Requirements: All applicants, must meet the following requirements.

<u>Grade</u>	<u>Education</u>	<u>Specialized Experience</u>
GS-8	One full year of graduate education	and/or 1 year equivalent to at least GS-7
GS-9	Two full years of graduate education or a master's degree	or 1 year equivalent to at least GS-8

Specialized Experience: Experience in the operation of diagnostic radiology equipment under the direction of radiologists or other medical officers to produce radiographic studies used in medical diagnosis and treatment.

Substituting Education and Training for experience: Qualifying educational programs for radiography and radiation therapy technology are available in accredited colleges, universities, hospitals, medical schools, or postsecondary technical or vocational schools. Education or training from programs based in hospitals must have been from those hospitals that were accredited at the time of the education or training by the Joint Commission on Accreditation of Hospitals or by the American Osteopathic Association.

CONDITION OF EMPLOYMENT: Immunization Requirement: If the selectee was born after 12-31-56, he/she must provide proof of immunity to or evidence of adequate immunization against Rubella and Measles prior to entry on duty. The duty location may provide immunization to determine immunity or antibody through testing.

WHO MAY APPLY:

Applications will be accepted from **NON-STATUS** applicants (those individuals who have never held a career or career-conditional appointment in the federal service) and will be evaluated under competitive procedures.

Status applicants may apply under both the MPP and non-status application procedures. In this case, they must file two (2) applications for dual consideration.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Disabled Veterans, especially those who are 30% or more disabled, will be considered and are encouraged to apply. Reasonable accommodation will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) OR DISPLACED EMPLOYEES REQUESTING SPECIAL PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive the priority consideration you must:

1. Be a current (DHHS) career or career-conditional (tenure I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.

2. Be applying for the position that is at or below the grade level of the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successfully or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are applying priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g. submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position with undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure I or II) competitive service employee who:
 1. Received a specific RIF separation notice, or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place, or
 3. Retired with a disability and whose disability annuity has been or is being terminated, or
 4. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF", or
 5. Retired under the discontinued service retirement option, or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the requirements (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodation and is able to satisfactorily perform the duties of the position upon entry.

HOW AND WHERE TO APPLY:

Interested applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment); (2) SF-171 (Application for Federal Employment); (3) Resume; or (4) any other written format: Plus Transcript of college courses; a copy of your most recent performance appraisal (and any other necessary documentation pertinent to the position being filled) to the Hopi Health Care Center, Human Resources Office, PO Box 4000, Polacca, Arizona 86042, by 5:00 pm on the closing date. Once an application is received, we will not honor requests for copies. TELEFAXED COPIES WILL NOT BE ACCEPTED. **For**

information regarding this Vacancy Announcement, contact the Human Resources Office at (928) 737-6014 or (928) 737-6374.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS.

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for this position. **Specially, the information provided under #8 (High School), #9 (College and Universities) and #10 (Work Experience) will be used to evaluate your qualifications for this position. Failure to include any of the information listed below may result in loss of consideration for this position.**

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code), day and evening phone numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran Preference (attach DD-214). If you are claiming 10-point Veteran Preference (disabled, widow, wife, or mother of a totally disabled veteran), also submit a Standard Form 15 (claim for 10-point Veteran Preference) with the required documentary proof (VA Certification).
6. Reinstatement Eligibility (attach your most recent Official Personnel Action, SF 50-B).
7. Highest Federal Civilian Grade held.
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), Majors, Type and Year of any Degree received (if no Degree show total semester or quarter hours earned). Attach transcript.
10. Work Experience (paid and nonpaid): Job title, duties and accomplishments, Employer's name and address, Supervisor's name and phone number, starting and ending dates (month and year), hours work per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.
13. Bureau of Indian Affairs (BIA) Form 4432, Verification of Indian Preference signed by the appropriate BIA Official, or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA. Failure to do so will result in loss of due consideration as an Indian Preference applicant. For Phoenix Area employees, written notification on the front of the application that your Indian Preference is a matter of record in your Official Personnel Folder (OPF) is acceptable for applicants claiming Indian Preference.
14. Performance Appraisal, if available, must be the most recent appraisal.
15. Supplement Questionnaire on Knowledges, Skills, and Abilities. It is important that you describe your qualifications in detail in order to receive proper evaluation in the ranking process.
16. OF-306, Declaration for Federal Employment
17. Addendum to Declaration for Federal Employment, Child Care & Indian Child Care Worker positions.
18. All original documents must be signed and dated.

NOTE: Persons who submit incomplete applications will not be considered.

NOTE: "DECLARATION FOR FEDERAL EMPLOYMENT" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Responding "YES" to any one of these questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired, you may be fired after begin work, or you may be fined or jailed.**

All material submitted for consideration under this announcement becomes the property of the Personnel Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in the loss of consideration for this position and/or a determination of unsuitability for Federal Employment.

Condition of Employment: Immunization Requirement: If selectee was born after 12-31-56, he/she must provide proof of immunity to or evidence of adequate immunization against Rubella and Measles prior to entry on duty. The duty location may provide immunization or determine immunity or antibody through testing.

This position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must sign the required “Addendum to Declaration for Federal Employment”. Consideration for an offer of employment may be denied if there are affirmative responses on the Declaration for Federal employment.

Selective Service Certification: If you are male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with Selective Service System.

Indian Preference: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (title 25, U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an Equal Opportunity Employer.

Equal Employment Opportunity: The Phoenix Area Indian Health Service and the Hopi Health Care Center are committed to providing Equal Employment Opportunity without regard to race, color, sex, age, national origin, religion, physical handicap or sexual orientation.

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Additional Selections: Additional selection may be made from this announcement within 90 days from the date of the certificate, provided the vacant position is an identical position, same geographical location and same conditions of employment.

ksl/05-19-2003

SUPPLEMENTAL QUESTIONNAIRE

Knowledges, Skills and Abilities

Position: **Diagnostic Radiologic Technologist (CT), GS-0647-8/9**

Vacancy Announcement No: **DE-HHCC-03-11D**

Evaluation Method: Evaluation will be made of experience, performance appraisals, training, letters of recommendation, self-development, awards and outside activities, which are related to the position. To receive full credit for your qualifications, provide a narrative statement of your background as it relates to the knowledges, skills and abilities (KSA) outlined below and show the level of accomplishments and degree of responsibility. This supplement will be the principal basis for determining whether or not you are best qualified for the position. Describe your qualifications for the position and grade level for which you are applying:

1. Knowledge of anatomy and physiology.
2. Knowledge of radiographic exposure techniques including a) How to use formulae for determining technical factors; b) Control density, contrast, and distortion; and c) Use of intensifying screens, buckys, collimators, filters, grids, and other accessories.
3. Knowledge of the methods, techniques, and quality control required for processing radiographic film with optimum results.
4. Skill in obtaining adequate diagnostic x-ray views on patients for which normal techniques and methods are not possible, requiring technical deviations from the norm.
5. Knowledge of the basic principles, concepts and methodology of computerized tomographic scanning.

The information you provided on the KSAs is considered to be a part of your application and as such is certified by your signature on the OF-612 or equivalent.

Signature

Date